



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5720.17C

08

JAN 24 1995

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5720.17C

Subj: COMMERCIAL DELIVERY OF GOODS AND SERVICES ABOARD NAVAL
TRAINING CENTER, GREAT LAKES

Encl: (1) Commercial Delivery Regulations
(2) Truck Control/Vehicle Procedures

1. Purpose. To prescribe rules and regulations governing the commercial delivery of goods and services to personnel stationed onboard the Naval Training Center (NTC) base.

2. Cancellation. NTCGLAKESINST 5720.17B. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Naval Training Center, Great Lakes is a limited access base. However, personnel stationed onboard NTC often require the delivery of foodstuffs and other personal goods and services. The regulations promulgated herein are designed to provide personnel with the convenience and variety of deliverable food items, goods and services, while recognizing the parking and traffic problems, as well as security concerns.

4. Action. The Director of Security shall have cognizance over all matters relating to the access of commercial delivery personnel to this installation and the conduct of operators while onboard. The Director of Security is hereby delegated the authority to modify, change or correct enclosures (1) and (2) as necessary to provide personnel station at Naval Training Center, Great Lakes with reasonable access to deliverable food items, goods and services.

MACK C. GASTON

Distribution:

NTCGLAKESINST 5216.5M

List I, II, (Case A) & III-A, B, C

JAN 24 1995

COMMERCIAL DELIVERY REGULATIONS

1. Definitions

a. Naval Training Center Base. Includes the roads and real property situated within the boundaries of the Naval Training Center; Recruit Training Command (RTC); Naval Hospital; Burkey Mall Complex; All family housing in Forrestal, Halsey and Nimitz Villages; the Supply Annex; the NTC Golf Course; Buildings 3200 and 3400 and all the real estate owned leased, or controlled by the U.S. Navy contiguous thereto.

b. Commercial Vendor. Any person, or business entity, desiring access to the Complex for the purpose of delivering previously ordered food items, goods or services. This instruction does not apply to people or business entities attempting to solicit sales of any product or service.

c. Delivery Personnel. Any person entering the base for the purpose of delivering items for a commercial vendor.

2. General Provisions

a. Deliveries. Deliveries may only be made to individuals who have previously placed orders to the commercial vendor. Casual sales or customer solicitation is expressly prohibited. Deliveries may be made to all accompanied housing areas, staff buildings and the reception areas (quarterdecks) of all unaccompanied housing buildings (barracks), except those in RTC. Delivery personnel may not enter RTC for deliveries, but may meet the person placing the order in the parking lot immediately within the RTC gate.

b. Food Delivery

(1) Commercial vendors wishing to deliver food items must maintain Lake County Health Department certification.

(2) Food delivery shall only include food items and non-alcoholic beverages. Alcoholic beverages may not be delivered.

(3) Delivery vehicles must prominently display the vendor's name.

(4) Delivery personnel must wear a uniform or some symbol (i.e. jacket or baseball cap) identifying them as employees of the commercial vendor at all times while aboard the base.

c. Vehicle Inspection. A vehicle used for commercial delivery while on the base may be inspected by official Government security forces at any time to ensure the security of the installation; as part of a routine scheduled inspection; when there exists reason to believe that it may not meet established safety or equipment regulations;

TRUCK CONTROL/VEHICLE PROCEDURES

1. GENERAL

a. Government owned and leased trucks and all commercial vehicles, 5 tons or greater shall be granted routine access to the base through Gate 5A from 0530-1830, Monday through Sunday, and are subject to random checks and searches at the gate to ensure that Government property is not being taken off the base without proper authority and documentation.

b. Pickup trucks and vans which are used as personnel vehicles for transportation of personnel will be treated the same as personal automobiles.

c. Vendor trucks must have commercial decals to enter the base, or they will be routed to the Badge and Pass Office.

2. SPECIFIC INSTRUCTIONS GOVERNING COMMERCIAL/GOVERNMENT TRUCKS/TRAILERS ENTRY/EXIT PROCEDURES:

a. Commercial trucks and trailers will follow the instructions below in order to provide for effective control over their entry/exit from the NTC, movement within NTC and to reduce congestion both at the gates and within the Base. In general, government, commercial and common carriers are required to enter and exit through specified gates. The driver will be given routing instructions and directions to depart the Base via a designated exit point.

(1) All government, common, contract, and commercial trucks, except as noted below, will enter the NTC through Gate 5A and proceed directly to their destination. Should a truck arrive at Gate 5A either inbound or outbound, when the gate is closed the truck will be allowed through a gate which is already open.

(2) Government, common, contract, and commercial trucks which enter and depart the NTC between 0530 and 1830, must at all times use Gate 5A.

(3) Any government, common, or contract carrier under contract to the U.S. Government to haul government freight will comply with this instruction and will be treated as a common carrier.

(4) All companies towing POV's from the NTC (other-than police tows) are required to enter and depart the base via Gate 5A.

(5) Explosive laden vehicles will be processed through Gate 5A during duty hours 0530-1830 Monday through Sunday. Should an explosive laden vehicle arrive at Gate 5A when the gate is closed, the vehicle will be allowed entry through any gate presently open.

JAN 24 1995

Explosive laden vehicles operated by civilians must be escorted while on Naval Training Center, Great Lakes.

b. Exceptions:

(1) Cement and asphalt carrying trucks. Pre-arrangements must be made through NTC Security Badge and Pass for entry/exit through non-truck gates.

(2) Armored money carrying/collecting trucks may enter/exit any gate.

(3) Fire and rescue trucks may enter/exit any gate.

3. SERVMART AND BEARER PICK UP PROCEDURES. Any vehicle carrying material to SERVMART will be delivered to building 3203 through Gate 9 and must have the following documents:

a. All SERVMART material must be accompanied by a cash register receipt signed and dated with the last four digits of the cashier's social security number recorded on the receipt.

b. All Bearer Pickup material will be accompanied by the official papers stamped "Bearer Pickup," dated and having the signature and last four digits of the social security number of the last Naval Supply Center official with whom business was conducted.

4. STANDARDIZED USE OF CAR SEALS

a. All government or commercial sealable closed trailers/trucks, full, partially full, or empty destined to leave the base will be sealed upon departure from any activity. The seal number and trailer/truck number will be entered on the manifest.

b. Commercial closed trailers/trucks received empty for loading with Government material will have a Navy Car Seal affixed to all cargo doors after loading and prior to departing through designated gates.

c. All closed trailer/trucks which have been only partially loaded or off-loaded will be sealed completely at the end of the working hours with a Navy Car Seal.

d. Application of Navy Car Seals is the responsibility of the activity in charge of the loading/unloading of trailer/trucks.

e. The Truck Control Team will conduct random checks of contents, seals, and forms of all trailers/trucks on the NTC.

JAN 24 1995

5. CONTRACTOR VANS/TRAILERS/MOBILE OFFICES

a. Contractor trailers, vans and mobile offices used to store tools, materials and equipment at various construction sites on base must be registered at the Badge and Pass Office Bldg 130. The identification of each van, trailer or mobile office will be recorded by:

name of company, serial number or registration, owners name, job number, location of site, approximate length of stay and the name and phone number of an emergency contact person.

b. Contractors shall ensure that the above equipment has securely attached on the outside, card or sign indicating the emergency contact person's name and phone number.

c. Contractor vehicles that are hauling construction related material or equipment from the NTC must exit through the Truck Control checkpoint at Gate 5A.

6. LAW ENFORCEMENT INSTRUCTIONS

a. The Truck Control Team will implement the above procedures to control entry and exit of all trucks.

b. The Truck Control Team will conduct investigations of all report instances where any container seal number does not match the seal number stated on the vehicle manifest.

c. The Truck Control Team will conduct random checks of commercial and military vans/trucks contents.

7. PROCEDURES FOR PROCESSING ADRIFT RECOVERED MATERIAL:

a. Material adrift is equipment or repairable/consumable products left in an area where the owner is not present or located at the incinerator/metal separation facilities and is pilferable or likely to be stolen or damaged. This condition is determined after adjacent activities have been canvassed to determine if said equipment/products have been transferred or are being held for return or transportation to the rightful owner.

b. Gear adrift can be of three types:

(1) With paperwork, or

(2) Without paperwork but identifiable by origin or ultimate destination, or

(3) Without paperwork and not identifiable to a command.

JAN 24 1995

c. If ownership can be identified, the items are returned to that command. If ownership cannot be identified, items are returned to (DRMO) or Naval Station Material Requirements Division.

d. When material is found adrift the NTC, Truck Control Team will:

(1) If the material ownership cannot be established, the Security Office will contact the Naval Supply Center Customer Services and request that they retrieve the equipment. The Naval Supply Center Customer Services will meet the Truck Control Officer at the material location for transfer to Naval Supply Center.

(2) If ownership or ultimate destination of material can be determined, notify the unit's supply representative to the scene to take charge of item(s).

(3) Prepare an Incident/Complaint Report, copy to the Commanding Officer of the command involved.

e. NIS will be notified, by the Truck Control Officer, on all felony theft cases and willful destruction of Government property cases in excess of \$500.00.

f. Dollar values are not established by the Truck Control Team unless so marked on the paperwork accompanying the item(s).

g. All material found adrift, lost, stolen or recovered on NTC, will be reported to the NTC Truck Control Team at 688-4720/1/2.

8. RADIOLOGICAL HAZARDS SECURITY SAFEGUARDS. No person, vehicle or other conveyance known to have been exposed to or suspected of being exposed to radiological contamination will be permitted to enter NTC without authorization from the NTC Safety Officer or higher authority. Having received such for entry, the appropriate security force will effect safeguards necessary to assure radiological safety and to prevent spread of contamination or unnecessary contact with carrier medium. Safeguards prescribed in NAVMAT P5100, "Safety Precaution's for Shore Activities;" NAVMED P-5055, "Radiation Health Protection Manual" and as directed by the authorizing official, shall be rigidly followed. Further guidance on safeguards can be obtained from the Radiological Control Office (RADCON), Norfolk Naval shipyard, Portsmouth, Virginia (396-7814) or Radiation Safety Officer, Naval Hospital, Portsmouth, Virginia (398-5175).

JAN 24 1995

9. DEPARTMENT OF ENERGY (DOE) SAFE SECURE TRAILER (SST) SAFE HAVEN PROCEDURES. The Department of Defense (DOD) and the Department of Energy (DOE) Have an agreement authorizing the temporary storage of DOE shipments of classified material at any DOD Facility in the event of natural disaster, civil disorder or other emergency circumstances. These shipments may include radioactive material, high explosives or both and that are moved by motor vehicles over the public highway system, frequently in the vicinity of NTC. All shipments are escorted by specially trained, heavily armed and cleared DOE couriers. DOE Safe Secure Trailer (SST) shipments may arrive at NTC at scheduled or at unscheduled times.

a. Scheduled Routine Arrival: Notification of arrival times of DOE vehicle shipments will be provided to the NTC Weapons Officer by DOE message traffic. The Transportation Safeguards Division will notify the NTC Weapons Officer of the convoy's estimated arrival time when it is approximately two hours away. The NTC Weapons Officer, or designated official, will make all required notifications and coordinated by the NTC Weapons Officer.

b. Unscheduled Arrivals: The convoy will seek Safe Haven on the NTC because of natural disaster, civil disorder, or other emergency circumstances for which assistance is necessary. NTC will be alerted a short time before the convoy's arrival. The following procedures will be completed immediately:

(1) If hostile activities are involved, the NTC Weapons Officer will notify the NTC Security Department Watch Commander (688-3430) and request that the Auxiliary Security Force (ASF) be placed on standby at a designated location. If the convoy arrives before ASF can be mobilized, all available Law Enforcement Division Patrols will be dispatched to neutralize the threat to the shipment. All gate sentries will be notified of the pending arrival of the convoy and the possibility of hostile action. Gate sentries will be instructed to allow the convoy access to the NTC without an identification check. Once the emergency situation is neutralized, all convoy personnel will be positively identified and all vehicles searched before they are allowed to enter the weapons storage area in accordance with the procedures in paragraph (3) below.

(2) If non-hostile actions created the emergency situation, the gate sentry will have the convoy pull over to the side of the road immediately inside the base. He will notify the Watch Commander who will in turn notify the NTC Weapons Officer. Personnel from the Weapons Department and the Law Enforcement Division will respond to the gate and escort the convoy to the weapons storage area. All convoy personnel will be positively identified and all vehicles searched before they are allowed to enter the weapons storage area.

or that it may be in violation of any other provision of this instruction. This inspection may include a check of the following:

- (1) Body appearance (excessive rust or body damage)
- (2) Suspension
- (3) Exhaust system
- (4) Lights and turn signals
- (5) Tire tread
- (6) Brakes
- (7) Horn
- (8) Interior (cleanliness, condition of seat covers, etc)
- (9) Windshields and windshield wipers
- (10) Spare tire

Any vehicle failing a safety inspection will be barred from entering the base until all safety deficiencies are corrected and a re-inspection is conducted. Commercial delivery vehicles are subject to the same vehicle confiscation policy as all other vehicles on the Complex when drugs or other contraband are discovered in the confines of the vehicle.

3. Registration

a. Procedure. All commercial vendors wishing to deliver items pursuant to this instruction must register with the Security Department. To register, a vendor must provide proof of insurance for all vendor owned delivery vehicles and certify in writing that all privately owned vehicles utilized for delivery purposes carry the minimum coverage required under Chapter 95 1/2, Section 7-203, Illinois Revised Statutes.

b. financial Responsibility. All vendors must provide proof off financial responsibility showing that each delivery vehicle to be operated on the Complex, is covered by liability insurance with minimum coverage of \$100,000 per person and \$300,000 per accident.

c. Duration and Renewal of Registration. Vendor registration must be renewed annually during the month of November.

JAN 24 1995

d. Decals. Vendor owned delivery vehicles completing the registration process will be issued an annual visitor pass sticker. Privately owned vehicles are not eligible for an annual pass. NTC Security will issue daily visitor passes to these vehicles provided current registration is maintained.

e. ID Cards. All delivery personnel will be issued a photo identification card which must be carried at all times when operating on NTC.

4. Revocation, Suspension and Debarment

a. Revocation of Registration. The registration of a vendor may be revoked and access to the Complex denied for any of the following reasons:

(1) Failure to properly register, or ensure that vehicles utilized for delivery purposes carry the required liability insurance.

(2) Any criminal activity by the vendor or his/her agents while on the base.

(3) Three or more traffic violations on the base by the vendor or his/her agents.

(4) Three or more violations of this, or any base, instruction.

(5) Any unethical business practices.

b. Barring of Delivery Personnel. Any delivery person may be barred from entering the Complex for any of the following reasons:

(1) Any criminal activity;

(2) Any traffic violation; or

(3) Any violations of this, or any base, instruction.

(4) Any unethical business practices.

c. Enforcement and Administration of Revocation/Suspension. Upon receiving notice of any violation, the Director of Security shall conduct an inquiry and, if warranted, notify the vendor or delivery person that his/her permission to operate on the Complex has been suspended/revoked. Notification of violations will be set forth on a Notice of Revocation/Suspension/Safety Discrepancy. If the vendor /delivery person desires to appeal the suspension/revocation, he/she must submit a written appeal to the Director of Security within ten calendar days after receiving the notice.

JAN 24 1995

Upon receipt of such an appeal, the Director of Security shall conduct a review of the suspension/ revocation within ten days. The suspension/revocation may be rescinded, sustained, or modified by the reviewing officer whose decision will constitute final action on the matter. In any case where an appeal is not made within ten days, the original action automatically becomes final at the end of the appeal period.

5. Records Maintenance. The Director of Security shall maintain a record of all commercial vendors authorized to operate on the Complex. In addition, the Director of Security is responsible for all administrative matters pertaining to registration or termination.

6. Acknowledgement. All commercial vendors doing business on the base on the effective date of this instruction shall acknowledge receipt of this instruction and other notices pertaining thereto, by notifying the Director of Security, Building 130, NTC, Great Lakes, IL 60088-5000 (Attn: Badge and Pass Office), in writing. This notification constitutes certification that all operators working for the company understand all changes in regulation and policy.

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5720.17C

Subj: COMMERCIAL DELIVERY OF GOODS AND SERVICES ABOARD NAVAL
TRAINING CENTER, GREAT LAKES

Encl: (1) Commercial Delivery Regulations
(2) Truck Control/Vehicle Procedures

1. Purpose. To prescribe rules and regulations governing the commercial delivery of goods and services to personnel stationed onboard the Naval Training Center (NTC) base.

2. Cancellation. NTCGLAKESINST 5720.17B. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Naval Training Center, Great Lakes is a limited access base. However, personnel stationed onboard NTC often require the delivery of foodstuffs and other personal goods and services. The regulations promulgated herein are designed to provide personnel with the convenience and variety of deliverable food items, goods and services, while recognizing the parking and traffic problems, as well as security concerns.

4. Action. The Director of Security shall have cognizance over all matters relating to the access of commercial delivery personnel to this installation and the conduct of operators while onboard. The Director of Security is hereby delegated the authority to modify, change or correct enclosures (1) and (2) as necessary to provide personnel station at Naval Training Center, Great Lakes with reasonable access to deliverable food items, goods and services.

MACK C. GASTON

Distribution:
NTCGLAKESINST 5216.5M
List I, II, (Case A) & III-A, B, C

15/
00

10/
00

10/
00

10/
03

10/
wpc
1/20

10/
1/20



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5720.17C CH-1
N31

MAR 1 8 1998

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5720.17C CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: COMMERCIAL DELIVERY OF GOODS AND SERVICES ABOARD NAVAL
TRAINING CENTER, GREAT LAKES

1. Purpose. To issue change 1 to basic instruction.
2. Action. Make the following changes to the basic instruction:
 - a. Change "(COMPLEX³)" to "(COMPLEX²)".
 - b. Throughout enclosure (1), change "Gate 5A" to "Gate 4".

A handwritten signature in black ink, appearing to read "CB Martin", is positioned above the typed name.

C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, B, C

NTCGLAKESINST 5720.17C CH-1
N31

MAR 1 8 1998

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5720.17C CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: COMMERCIAL DELIVERY OF GOODS AND SERVICES ABOARD NAVAL
TRAINING CENTER, GREAT LAKES

1. Purpose. To issue change 1 to basic instruction.
2. Action. Make the following changes to the basic instruction:
 - a. Change "(COMPLEX³)" to "(COMPLEX²)".
 - b. Throughout enclosure (1), change "Gate 5A" to "Gate 4".

C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, B, C

151
N01

Sample

3/4
N32

B
N320
3/4